

# UIC POLICIES AND PROCEDURES

NUMBER  
320

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 1
SUBJECT Meal Breaks and Rest Periods for Support Staff	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

## PURPOSE

To establish consistent standards for meal breaks and rest periods for support staff employees.

## APPLICABILITY

All support staff employees and unit supervisors of support staff

## SOURCES AND BACKGROUND

State of Illinois Statutes  
University of Illinois Policy and Rules  
Collective Bargaining Agreements

## POLICY

Supervisors may authorize rest periods appropriate to the needs of the operations and the employees involved, but such rest periods may not be cumulative, made the basis for a late starting or an early quitting time, or used to extend regularly scheduled lunch periods. A rest period will not exceed 15 minutes and will not be provided to an employee scheduled for less than one-half day of work.

Each employee expected to work seven and one-half continuous hours or longer shall be permitted at least 30 minutes (unpaid) for a meal period that begins no later than five hours after the start of the work period. Negotiated agreements may have different provisions. For example, the SEIU #73 clerical bargaining agreement states "subject to operational necessity and whenever practicable, the supervisor will give two rest periods not to exceed 15 minutes each for each full-time shift." It also states "Part time employees may receive rest periods on a pro-rata basis."

## PROCEDURES

### RESPONSIBILITY

1. Unit Supervisor
2. Employees

### ACTION

Authorizes rest periods and meal breaks appropriate to operational necessity and the employees involved.

Take meal breaks and rest periods, operations permitting, at the established times mutually agreed to.